

## Initial Submission Checklist LEA Policies, Procedures, and Forms

As part of the IDEA program monitoring process, the South Carolina Department of Education's Office of Special Education Services (OSSES) reviews LEAs policies, procedures, and forms to ensure compliance with federal and state regulations for students with disabilities. Each LEA scheduled for monitoring for the 2015-2016 school year must submit a completed checklist and supporting documentation by **September 18, 2015**.

Requirement	Documentation/Evidence	Check
Notice of Procedural Safeguards	Notice	
Appointment of Surrogate Parents	Policies, procedures, and district forms	
Discipline of Students with Disabilities	Policies, procedures, and district forms	
Confidentiality/Records Access	Policies, procedures, and district forms	
Transition from Part C to Part B	Policies, procedures, and district forms	
Evaluation and Reevaluation	Policies, procedures, and district forms	
Individual Family Service Plan (IFSP) (if applicable)	Policies, procedures, and district forms	
Child Find	Policies, procedures and other documentation of Child Find activities	
Alternative School Attendance (if applicable)	Policies, procedures, and district forms	
Detention Center (if applicable)	Policies, procedures, and district forms	
Notice of Meeting	District form (if applicable)	
Consent to Evaluate/Reevaluate	District form (if applicable)	
Evaluation Summary Report	District form (if applicable)	
Eligibility Determination	District form (if applicable)	
Age of Majority Notification	District form (if applicable)	
Consent to Invite Outside Agencies	District form (if applicable)	
Medicaid Consent Form	Policies, procedures, and district forms (if applicable)	

**LEA:** \_\_\_\_\_

**Special Services Administrator:** \_\_\_\_\_